

Memo on Tenure-Line, Term, and Post-Doctoral Teaching Fellow Inclusive Faculty Search Process, AY 21-22

Dear Chairs and Directors,

Thank you all for full participation in CHSS's new inclusive faculty search process this past year. We received a great deal of positive feedback from search committee members, search support staff, as well as chairs/directors on the new process, and are especially delighted by this year's search results: the 2021-22 cohort of tenure-line and term faculty hires in CHSS is one of the most diverse incoming groups of faculty we have ever seen in CHSS!

We are also grateful for you and your colleagues' engagement in the feedback process, and have incorporated suggestions for improvement into the search process guidelines for FY23 hiring.

As a reminder, the college seeks to achieve three interrelated goals with our inclusive faculty search process:

1. Actively pursue evidence-based methods to "increase the proportion of instructional and research faculty to better reflect the diversity of our student body" as articulated in the university's strategic plan ([goal #8](#)), the CHSS strategic plan ([goal #11](#)), and the goals articulated by the university's Anti-Racism and Inclusive Excellence taskforce and CHSS Inclusive Excellence Plan.
2. Update and standardize the search process across the College according to effective practices in inclusive I/R faculty hiring.
3. Create training and reporting structures that support greater mindfulness and transparency in the search process.

CHSS is engaging a multi-pronged approach to achieve these goals. We have already put in place certain approaches, so some of the following will be familiar to you:

- A new CHSS I/R faculty search training
- The CHSS Faculty Recruitment Guide
- Customized conversations and support for each search committee
- Updated CHSS Inclusive Faculty Search Plan

New this year is the extension of these search guidelines to post-doctoral teaching fellows and term as well as tenure-line hiring.

Mason HR's guidelines for all employee search processes are available here:

<https://universitypolicy.gmu.edu/policies/recruitment-and-hiring-of-university-employees/>

CHSS's FY23 guidelines for faculty and post-doctoral teaching fellow search processes include the following steps, resources, and expectations:

STEP ONE: Christy Pichichero, CHSS Director of Faculty Diversity, is available to help you, as a chair/director, and your faculty colleagues strategize about upstream recruitment practices, search committee constitution, and interview best practices. She has assembled resources for you for these purposes here:
<https://chss.gmu.edu/diversity/faculty-recruitment>

STEP TWO: *After the search committee is formed but in advance of the local academic unit's charge meeting*, all search committee members will be required to: 1) familiarize themselves with Mason HR's search process guidelines as well as the CHSS Faculty Recruitment Guide; and 2) attend a CHSS faculty search training meeting (<https://chss.gmu.edu/faculty/faculty-hiring-resources>). The latter will be held in late August and September 2021 with additional scheduled trainings as needed.

STEP THREE: Department chair/director holds a *charge meeting* with Director of Faculty Diversity and the search committee to discuss the department's vision and needs for the search, the drafting of the job advertisement, and the CHSS Inclusive Faculty Search Plan. The CHSS faculty search training and this meeting with the Director of Faculty Diversity will support the committee's drafting of the Inclusive Faculty Search Plan.

STEP FOUR: *After the local academic unit's committee charge meeting*, search committees will be required to complete Part I of the CHSS Inclusive Faculty Search Plan [<https://chss.gmu.edu/faculty/faculty-hiring-resources>] and submit it to CHSS's Director of Faculty Diversity and the Associate Dean of Faculty Affairs for review and approval. Part I includes a draft of the job advertisement and evaluation rubric. The Director of Faculty Diversity is available for additional meetings as requested.

STEP FIVE: *When the on-campus interview short list is finalized, but before inviting individuals to campus*, search committee chairs will be required to submit a search process update report, Part II of the CHSS Inclusive Faculty Search Plan, to the Associate Dean for Faculty Affairs and the Director of Faculty Diversity.

STEP SIX: After the successful completion of a search, local academic unit leaders and search committee chairs will be required to complete a brief questionnaire related to search process improvement. The questionnaire will be sent out by Jaime Lester in May or June.

All related documents are available on the CHSS faculty hiring resources site:
<https://chss.gmu.edu/faculty/faculty-hiring-resources>

Thank you all for your work on search committees, for engaging in faculty recruitment and retention efforts through other means, and for providing a respectful experience for faculty job candidates. We want to find the best to join CHSS and Mason!